



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004

CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1730.9C
CHAP

23 JUL 1998

BASE ORDER 1730.9C

From: Commanding General
To: Distribution List

Subj: USE OF COMMAND RELIGIOUS PROGRAM (CRP) SPACES

Ref: (a) US Navy Regs 1990, Articles 0817 and 0820
(b) SECNAVINST 1730.7A
(c) MCO 1730.6D

Encl: (1) Memorandum of Understanding

1. Purpose. To issue policy and procedures for use of CRP spaces.

2. Cancellation. BO 1730.9B.

3. Background. The references establish Marine Corps and Marine Corps Base (MCB) policy for the provision of free exercise of religion for members of the Command, their dependents, and other authorized persons, and assign the Commanding General responsibility for implementing and maintaining a CRP in support of the free exercise of religion detailed in the references.

4. Definitions

a. CRP spaces refers to MCB Buildings 16, 17, BB-16, M-116, TC-601, LCH-4025, TT-2477, and designated worship/CRP spaces in Buildings 67,1041, FC-320, TT-2469 and TT-2471.

b. Special Religious Service, Ceremony, or Event refers to baptisms, weddings, funerals, memorial services, bar/bat mitzvahs, confirmations, ordinances or sacraments primarily dedicated to worship and other CRP activities.

c. Eligibility and Priority for Use is defined as follows:

(1) The MCB CRP has priority over all other uses of spaces, followed by the CRP's of tenant commands, followed by other uses. Program priorities include regularly scheduled divine services, Holy Day services, regularly scheduled religious education activities, private sacraments/ordinances, and other events, in that order.

(2) All persons who have been authorized access to Camp Lejeune may visit CRP spaces, attend any regularly scheduled service, or enter for private meditation (when such meditation does not interfere with a regularly scheduled event).

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(3) Individual eligibility for use of the CRP spaces for special services, ceremonies, or events will be established by the legal possession of a Uniformed Services Identification and Privilege Card (DD Form 2 Series). Once an individual's eligibility and the appropriateness of an event are determined by the Marine Corps Base Chaplain, assignment will be on a first-come first-served basis.

d. Clergy refers to chaplains and civilian church officials, including priests, ministers, rabbis, elders, etc., who are authorized by the State of North Carolina to perform religious weddings.

5. Policy. CRP spaces will be administered by the Base Chaplain in accordance with the references.

6. Procedures. CRP spaces are available for use in accordance with the priorities listed above, as determined by the Base Chaplain. Eligible persons may reserve CRP spaces for themselves or for their dependents by submitting the enclosure, Memorandum of Understanding, to the Base Chaplain's Office.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


B. A. GOMBAR
Chief of Staff

DISTRIBUTION: A plus BaseChap (15)

23 JUL 1998MEMORANDUM OF UNDERSTANDING

From: _____
To: Command Chaplain, Marine Corps Base, Camp Lejeune
Via: Unit Chaplain, _____
Subj: REQUEST AND AGREEMENT FOR THE USE OF COMMAND RELIGIOUS
PROGRAM SPACES

1. I request use of the _____ spaces in Bldg. _____ for _____ at _____ (time) on _____ (date). * I also request use of the space for a rehearsal at _____ on _____ (date). I certify that this request is for myself and/or my authorized dependents. By my initials on appropriate sections of this Memorandum of Understanding, I acknowledge my understanding of and responsibility therein. _____ (initial here and at the end of each applicable paragraph).

2. I acknowledge that I am responsible for:

- a. Appropriate use and care of the requested spaces. _____
- b. The conduct of and/or damage caused by participants, consultants, florists, photographers, and guests. _____
- c. Arrangements with security officials for access to the Base for any civilians attending the event. _____
- d. Arrangements for services of organists and clergy (or other religious official). Such services are not covered by this memorandum. The name and phone number of an approved organist will be supplied by the Base Chaplain's Office. If I choose to use another organist, he/she must be auditioned and/or approved by the assigned Chapel organist, at my expense. I understand that an enlisted clerk will be provided (at no cost to me) by my unit chaplain, or by the Base Chaplain if I am not attached to a local unit. _____
- e. The legality of a wedding which I sponsor (including licenses, blood tests, physicals, authority of the officiating clergy, and any other pertinent legal requirements). _____

ENCLOSURE (1)

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3. Guidelines for Use of Spaces

a. Only specifically assigned spaces and equipment will be used for an event. Equipment normally employed in and designed for sacramental/worship use will not be used for secular purposes. _____

b. Assigned spaces will normally be available from one hour prior to until one hour after the scheduled time for an event. Events which start late are not entitled to extra time. _____

c. Floral arrangements will not be affixed to the furniture or walls of the assigned spaces through the use of tape, pins, nails, staples, or any other fastener which could leave a mark or residue on the furniture or walls. After consultation with the Base Chaplain or assigned enlisted clerk, flowers may be affixed to the end of pews by tying them on with ribbons. Floral arrangements may be placed in chancel/pulpit areas only in accordance with specific approval of officiating clergy. The eligible sponsor must remove all decorations and floral arrangements from the assigned space immediately after the event. Florist or consultant equipment which cannot be removed from the Chapel must be taken to Bldg. 67 for temporary storage. _____

d. Candles on the Altar may be used. Any other candles used must be the dripless tubes provided by the local florist, with protection provided on the floor. _____

e. Throwing rice, birdseed, confetti or other similar material is not permitted in or outside the spaces assigned. _____

f. Swords, rifles, or weapons of any kind are not permitted within a chapel or other worship space. Honor Guards are permitted, but must leave weapons outside or in the entryways, and the archway should be formed outside the building. _____

g. Alcoholic beverages, other than for sacramental use, are not permitted in any spaces assigned, and tobacco use will be permitted in designated areas only. _____

h. The ultimate criteria for permissibility of any decoration, activity, or procedure will be the security and care of government equipment/spaces and sacramental or religious propriety, as determined by the clerk and/or officiating clergy. _____

ENCLOSURE (1)

23 JUL 19984. Wedding Information

1. Bride's Name _____ Phone _____
Address _____
2. Groom's Name _____ Phone _____
Address _____
3. Officiating Clergy:
Name _____
Church/Unit _____
Address _____ Phone _____

5. Acceptance. By my signature below, I hereby accept all conditions and requirements attached to my approved request, and agree to reimburse the United States Government and Marine Corps Base, Camp Lejeune for any damage resulting from my use of the assigned space.

Name _____
Address _____
Phone _____

ENCLOSURE (1)

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FIRST ENDORSEMENT (When Applicable)

From: Unit Chaplain, _____
To: Command Chaplain, Marine Corps Base, Camp Lejeune
Subj: REQUEST FOR USE OF COMMAND RELIGIOUS SPACES

1. Forwarded, recommending _____ (approval or disapproval). If recommending approval, I have assigned _____ as the responsible enlisted clerk for this event.

Signature

SECOND ENDORSEMENT

From: Command Chaplain, Marine Corps Base, Camp Lejeune
To: _____

Subj: REQUEST FOR USE OF COMMAND RELIGIOUS PROGRAM SPACES

1. Based on the information supplied in your request, use of requested spaces is approved, with the following notations or exceptions:

(For the Command Chaplain)

ENCLOSURE (1)